



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1000.3D  
PERS  
OCT 02 1996

### BASE ORDER 1000.3D

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS BASE CHECK IN/CHECK OUT PROCEDURES

Ref: (a) SECNAVINST P5212.5B

Encl: (1) Check In/Check Out Sheet

1. Purpose. To promulgate information on the use of the Marine Corps Base Check In/Check Out Sheet.

2. Cancellation. BO 1000.3C.

3. Information

a. The enclosure has been prepared for utilization by all base organizations. Variation of the enclosure is authorized to suit each organization's needs. However, the activities annotated with an asterik on the enclosure must be included on any variation.

b. In the past, Marines have arrived at Marine Corps Base, Camp Lejeune, and neglected to check in with some activities, resulting in incomplete information being maintained in several important areas. Likewise, some Marines have departed Marine Corps Base prior to completing check out procedures, occasionally leaving financial obligations unsettled and/or government property not returned.

4. Action. Organizational commanders will ensure that:

a. All Marines arriving/departing will personally check in/check out with the appropriate activities listed on the enclosure.

b. Their administrative personnel call the Assistant Chief of Staff, Morale, Welfare and Recreation, Check Redemption Section (extension 5585/5586) to inquire whether each Marine checking out has any unredeemed, dishonored checks. If there are any unredeemed dishonored checks, the commander will take appropriate action to ensure the transferring or separating individual redeems these checks prior to departing the Camp Lejeune area.

OCT 02 1998

c. All Marines with dependents are directed to ensure that their dependents turn in their Medical Records to the Records Office at the Naval Hospital. Those records are government property and should be turned in soon after the military sponsor reports aboard the base. Upon permanent transfer from Camp Lejeune, dependent medical records should be signed out by the dependents; a copy of PCS orders will be needed. The military sponsor can sign out their dependents' medical records only with signed authorizations from their dependent spouse and children 18 years of age or older. In addition, the dependents' uniform services identification and privilege card (DD Form 1173) must be produced for signature verification. When dependents will remain in the Camp Lejeune area after transfer of the military sponsor, the Records Office of the Naval Hospital should be so advised to ensure that those dependent medical records are retained at the hospital. Additionally, dependent medical records become eligible for retirement due to inactivity after a two year period. Dependents who have not received documented medical treatment within the past two years should contact the Records Office to update their records to avoid premature retirement.

d. All Marines will be advised of the penalty for falsifying the initials of a person/an activity, or affixing personal signatures prior to completion of the check in/check out procedure. For information, the following activities use stamps in the check in/check out process: Dispensary, Housing, Vehicle Registration, Navy Relief, Red Cross and Library.

e. The check in/check out form is reviewed for completeness and accuracy prior to final clearance of incoming/outgoing personnel, as applicable.

f. All Naval Dental personnel will utilize the check in/check out form prepared and maintained by Naval Dental Personnel Office located in Building 315.

g. All Naval Hospital personnel will utilize the check in/check out form prepared and maintained by Naval Hospital Manpower Office located in the Camp Lejeune Naval Hospital.

5 Summary of Revision. This Order has been revised in its entirety and should be reviewed completely.

BO 1000.3D

**OCT 02 1996**

6. Reserve Applicability. This Order is applicable to individual reservists performing temporary active duty with any base organization. Their check in/check out procedures will be managed by the Reserve Support Unit.

  
J. T. MURRAY  
Chief of Staff

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